

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners, Regular Business Meeting  
Minutes

**Date/Time:** Tuesday, March 6, 2012; 3:00 PM

**Place:** Newport, NH – County Administration Building, 14  
Main Street, 1<sup>st</sup> Floor County Commissioners'  
Conference Room, Newport, NH 03773

**Attendees:** Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice  
Chair and John M. Callum Jr. – Clerk, Greg Chanis – County Administrator,  
John Cressy – Facilities Director, and Sharon Callum – Administrative  
Assistant/Minute Taker.

**Public Attendees:** Representative Steve Cunningham – State/County  
Delegate District 2 and Archie Mountain – Argus Champion Editor/Eagle  
Times Staff Reporter

**3:03 PM** The Chair, Bennie Nelson, brought the meeting to order, and  
led all in the *Pledge of Allegiance*.

### **Agenda Item No. 1. County Administrator's Report, Greg Chanis**

#### Agenda Item No. 1.a. FY13 Budget Process Review / Scheduling

A draft budget schedule was distributed [Appendix A]. The Chair requested  
the start date be changed to April 6<sup>th</sup>, with County grant interviews  
conducted on April 16<sup>th</sup>.

#### Agenda Item No. 1.b. Biomass Facility Update

Mr. Chanis noted Tom Wilson has been at the county for two days and  
began review of the boiler room, they are re-evaluating the time line; in  
looking for more funding resources money, they found a USDA rural  
community development direct loan program, which could be worth  
financing through vs. municipal bond; advantages to do loan vs. bond: 1)  
no fee for loan, whereas bond has \$15,000 fee – still would need to use  
bond counsel, 2) can prepay loan or payoff early the loan, unlike bond, 4)

with the loan they'd give you money upon project completion - in meantime would have line of credit with a local bank for 3.2 million and only pay interest on what is borrowed vs. bond paying interest from day one and 5) in all likely hood, the bond would be received prior to approval of any grant funding vs. loan - we borrow what we need; there are no Davis Bacon requirements involved in the loan, nor any strict requirements to buy all American made products; the only down side, is that USDA becomes part of the team and will review the design, which may delay the project – at this point Comm. Nelson suggested Mr. Chanis consult Newport Town Manager, as Newport received a similar loan, and had not experienced too many delays. Mr. Chanis confirmed December 2011 bond rates were 3.31%, and six months prior was 3%. Comm. Barrette suggested they freeze energy savings from the project, and apply the savings towards loan or bond payments. Mr. Chanis noted he was not looking for a decision, just an okay from the Board if they wanted him to pursue the loan idea further. Loan interest rates will decrease April 1<sup>st</sup>, interest is adjusted every quarter – this allows them to attain a lower rate, but would never make them pay higher than the initial rate. Comm. Callum would like to see solid comparative numbers. It was noted, a ¼ point on 3.2 million is \$10,000 savings.

#### Non agenda Item Capital Fund Budget

Mr. Chanis noted they had funding in the Capital budget line for engineering work and development of new bedrock wells. Mr. Cressy has been working with two engineering firms to attain cost comparisons for preliminary work: siting of two (2) wells and pump tests/permitting. They distributed a spreadsheet [Appendix B] illustrating the following:

1. SVE Associates: \$16,000 siting of 2 wells / \$27,000 for pump tests/permitting - proposal was simple, with no detail.
2. HydroSource: \$14,400 siting of 2 wells / \$34,000 for pump tests/permitting - company has performed a lot of work on the property, has used Wragg Brothers Well Drilling for the physical work, they have an enormous amount of data about the property, and their proposal was remarkably different – more detail.

Mr. Chanis noted, after many discussions, both he and Mr. Cressy recommend going with HydroSource, but have no issues with SVE. Both quotes are within the allotted budget. Mr. Cressy noted the companies

have two different philosophies in siting the wells, with HydroSource clearly wanting the new site, at least, a specific distance from the others. Current well usage, the deepening of DH6, and the interconnection of well systems was discussed briefly.

**3:30 Motion: to authorize the County Administrator to enter into a contract with HydroSource for work on the County's water well system. Made by: Callum Jr. Seconded by: Barrette. Voice voter: All in favor.**

**Non Agenda Item State Salt Shed on County Property: Discussion of**

Mr. Cressy contacted the local NH State D.O.T. to discuss the State's salt shed buildings on the County property in Unity; inside 24 hours D.O.T. provided the County with a copy of a 5-year lease created in 1976 – was never renewed; after Mr. Chanis and Cressy met to discuss further, Mr. Cressy sent a list of items to the D.O.T. that needed to be taken care of: buildings are not in good shape and are creating a liability issue, therefore, they requested regular maintenance, and also presented them with the idea of supplying sand/salt for the County; NH State confirmed they would review and follow up; any new agreement would be brought to the Board.

**Agenda Item No. 2. Commissioners' Report**

Agenda Item No. 2.a. Old Business  
None.

Agenda Item No. 2.b. New Business: 504 Self Evaluation Plan for Handicap Accessibility, Review & Adoption of

The Board reviewed a copy of a draft *504 Self Evaluation Plan for Handicap Accessibility* [Appendix C.1-3]. Mr. Chanis and Ms. Callum noted, as fiscal agent for a CDFA CDBG Capacity Grant, this document is required. Commissioner Nelson noticed it indicates "*Not Accessible*" on the Records Building in Newport. Mr. Cressy confirmed there are various ways to interpret the template provided - he noticed a raised threshold in the building where the handicapped access is located, plus, bathrooms are not handicapped accessible, which is why the building was marked *Not*

*Accessible*; he also added, though they have plaques considered Brail at the nursing home, by federal standards they may not be.

**3:35 Motion: adopt the 504 Self Evaluation Plan for Handicap Accessibility. Made by: Barrette. Seconded by: Callum Jr. Discussion: Commissioner Nelson discussed the addition of raised services. Voice vote: All in favor.**

**Agenda Item No. 3      Public Participation**

Rep. Steve Cunningham overheard other NH county's delegation members saying how 'crappy' their counties are run and had to tell them, *"Not my county, my people do a really good job."*

Rep. Cunningham requested the Board be aware, during the grant interview process, which he may not be able to attend, that grants are repeatedly given to the same charities, and to keep in mind this is tax payer funds.

*3:40 Archie Mountain left the room.*

**Agenda Item No. 4.      Executive Session Per 91-A:3.II.i. – Discussion Regarding Preparations for and Carrying Out of Emergency Functions**

**3:40 Motion: to go into Executive Session Per RSA 91-A:3II.i. to hold discussions regarding preparations for and carrying out of emergency functions. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All in favor. Those in Executive Session included: all three Commissioners, County Administrator, the Facilities Director, Rep. Cunningham, and Minute Taker.**

**3:57 Motion: to come out of Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.**

*3:58 Mr. Chanis left the room with Rep. Cunningham.*

**Agenda Item No. 5.      Meeting Minutes Review**

Agenda Item No. 5.a.      Review of the following Executive Session Meeting Minutes: 7/19/11 4:19 pm, 8/2/11 3:30 pm, 8/16/11 4:19 pm, 9/20/11 5:15 pm, 10/18/11 4:49 pm, 11/15/11 4:57 pm, 12/20/11 4:26 pm, and 1/3/12 3:54 pm.

**3:58 Motion: to release [and make public] all listed [7/19/11 4:19 pm, 8/2/11 3:30 pm, 8/16/11 4:19 pm, 9/20/11 5:15 pm, 10/18/11 4:49 pm, 11/15/11 4:57 pm, 12/20/11 4:26 pm, and 1/3/12 3:54 pm. ] as written. Made by: Barrette. Seconded by: Callum Jr.**

Agenda Item No. 5.b.      February 21, 2012 Public Meeting Minutes

**4:02 Motion: to approve the February 21, 2002 public meeting minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: Both Barrette & Callum Jr. were in favor; Nelson abstained from the vote as he had not attended the meeting.**

**Upcoming Event    CDFA Representatives will tour Earl Bourdon Centre  
Claremont Application Project Site and Meet at Fiscal  
Agent Office 3/9/12 1:30 PM**

Ms. Callum noted the Community Development Finance Authority would meeting Fri., Mar. 9<sup>th</sup> 1:30 PM at the County Commissioners Office, with fiscal agent, grant writer, and members instrumental in attaining CDBG funding to upgrade the Earl Bourdon Centre parking site; Mr. Thibault requested a Commissioner attend the meeting, as the Administrator would be unable to. Comm. Nelson confirmed he would be available.

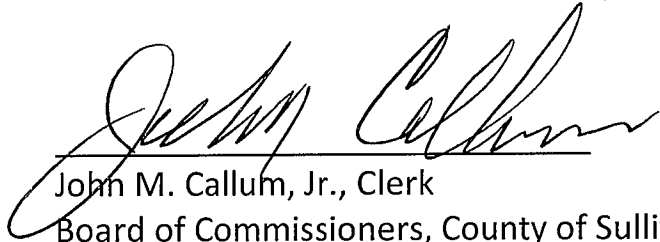
**4:05 Mr. Chanis returned to the room.**

**Future 3/22 Meeting Discussions Continued**

The Commissioners and Mr. Chanis discussed the presentation format, for the March 22<sup>nd</sup> meeting, in a little more detail.

**4:06 Motion: to adjourn the meeting. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.**

Respectfully submitted,



John M. Callum, Jr., Clerk  
Board of Commissioners, County of Sullivan, NH

JMC/sc

Date minutes approved: March 20, 2012



**Tuesday March 6, 2012**

Sullivan County NH, Board of Commissioners

**Business Meeting**

**AGENDA**

**Location: Newport Remington Woodhull County Complex**

14 Main Street, Newport NH 03773

- |                   |    |   |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report, <i>Greg Chanis</i><br>a. FY13 Budget Process Review / Scheduling<br>b. Biomass Facility Update   |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report<br>a. Old Business<br>b. Any New Business<br>i. 504 Self Evaluation Plan for Handicap<br>Accessibility, Review & Adoption of  |
| 3:40 PM – 3:55 PM | 3. | Public Participation  |
| 3:55 PM – 4:10 PM | 4. | Probable Executive Session Per 91-A:3.II. i<br>Discussions regarding preparations for and<br>carrying out of emergency functions  |
| 4:10 PM – 4:15 PM | 5. | Meeting Minutes Review<br>a. Review of the following Executive Session<br>Meeting Minutes: <ul style="list-style-type: none"><li>• 7/19/11 4:19 PM</li><li>• 8/2/11 3:30 PM</li><li>• 8/16/11 4:19 PM</li><li>• 9/20/11 5:15 PM</li><li>• 10/18/11 4:49 PM</li><li>• 11/15/11 4:57 PM</li><li>• 12/2011 4:26 PM, and</li><li>• 1/3/12 3:54 PM</li></ul> b. February 21, 2012 Public Meeting Minutes |
| 4:15 PM           | 6. | Adjourn meeting   |

**SULLIVAN COUNTY NH****Board of Commissioners' – FY13 Budget Review Schedule****Mon. April 2<sup>nd</sup>, Fri. 6<sup>th</sup>, Mon. 9<sup>th</sup>, Fri. 13<sup>th</sup>****Place: Newport – 14 Main Street, Commissioners' Conference Rm.**

<b>Date / Department</b>	<b>Budget Presented By:</b>	<b>Time of Day</b>
<b>Apr 2 – Monday</b>		
DOC*	Ross, L. Cunningham – Supt.	8:00 a.m. – 9:30 a.m.
Human Resources / Payroll*	Peter Farrand – Director	9:30 a.m. – 10:15 a.m.
Commissioners	Greg Chanis – Cnty Administrator	10:15 a.m. – 10:30 a.m.
County Administrator	Greg Chanis – Cnty Administrator	10:30 a.m. – 11:00 a.m.
Conservation District*	Lynn Brennan – District Manager	11:00 a.m. – 11:15 a.m.
County Treasurer	Greg Chanis – Cnty Administrator	11:15 a.m. – 11:30 a.m.
County Auditors	Greg Chanis – Cnty Administrator	11:30 a.m. – 11:45 a.m.
Capital Projects	Greg Chanis – Cnty Administrator	11:45 a.m. – 12:00 p.m.
	<i>Lunch Break</i>	
Woodhull County Complex/Court House and Human Services	Greg Chanis – Cnty Administrator	1:00 p.m. – 1:50 p.m.
Delegation	Greg Chanis – Cnty Administrator	1:50 p.m. – 2:05 p.m.
Fund 24 Grants	Greg Chanis – Cnty Administrator	2:05 p.m. – 2:30 p.m.
<b>Apr 6 – Friday</b>		
UNH Cooperative Ext*	Seth Wilner – Educator/Office Manager	8:00 a.m. – 8:30 a.m.
County Attorney*	Marc Hathaway – Attorney	8:30 a.m. – 8:45 a.m.
Facilities & Operations*	John Cressy – Director	8:45 a.m. – 10:00 a.m.
S.C. Health Care*	Ted Purdy – Administrator	10:00 a.m. to end of day
<b>Apr 9 – Monday</b>		
County Grants (Fund 10.861)	Detailed Schedule TBD	8:30 a.m. – 4:00 p.m.
<b>Apr 13 – Friday</b>		
Registry of Deeds*	Sharron King – Registrar	8:00 a.m. – 9:00 a.m.
Victim Witness Program*	Cindy Vezina – Coordinator	9:00 a.m. – 9:20 a.m.
Sheriff's Office*	Michael Prozzo – County Sheriff	9:20 a.m. – 10:20 a.m.



## Well Development Estimates

3/6/12

Appendix B

	SVE Associates	HydroSource	
Siting of 2 wells	16,000.00	14,400.00	
Pump Tests/Permitting of 2 wells	27,000.00	34,000.00	Estimate
<b>Estimated Cost</b>	<b>\$43,000.00</b>	<b>\$48,400.00</b>	

 **ORIGINAL**  
Appendix C.1

**SULLIVAN COUNTY, NEW HAMPSHIRE**  
**504 Self-Evaluation Plan**  
**for Handicap Accessibility**

Adopted: March 6, 2012, Tuesday

**PURPOSE**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act provides that no otherwise qualified individuals with handicaps shall solely on the basis of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or governmental unit that receives Federal Financial Assistance.

In its intent to comply with the terms of Section 504 and the Americans with Disabilities Act, the **County of Sullivan, NH** has conducted an evaluation of its buildings and policies. The evaluation was made to determine if any structures contained physical barriers to handicap persons. The evaluation also addressed what Municipal-adopted policies might prevent handicap persons from fully participating in services, programs, government or employment opportunities.

**MUNICIPAL BUILDINGS**

The following County of Sullivan, NH owned buildings are handicap accessible:

County Administration Building, Sullivan County Health Care (nursing home), Pavilion (east side), and the Department of Corrections Community Corrections Center

The following Municipal owned buildings are not accessible:

Records Building, Ahern Building, and barn/storage/tower buildings listed on Appendix A

Administrative actions to be taken: The grievance procedure in the County of Sullivan, NH's Personnel Policies must include 504 Grievances (Titled: Grievance Procedure, including 504 Grievances).

Structural actions to be taken: The County of Sullivan, NH has plans to make the following buildings handicapped accessible:

Ahern Building, 2014

# PROGRAMS

The County of Sullivan, NH has appointed the Facilities Director, John Cressy, as the County's 504 and ADA Compliance Coordinator, whose function, in this capacity, is to keep abreast of all changes in handicap access regulations and to address the needs of handicap persons in gaining access to all County of Sullivan, NH offices and activities.

This plan was adopted by the Sullivan Board of Commissioners:

Bennie Nelson  
Bennie Nelson, Chair

Jeffrey Barrette  
Jeffrey Barrette, Vice Chair

John M. Callum Jr.  
John M. Callum Jr., Clerk

Date adopted:

3/6/2012

Witnessed by:

Greg Chanis  
Greg Chanis, County Administrator

**APPENDIX A**  
**COUNTY OF SULLIVAN, NH – BUILDING LIST**

<b>Municipal Building</b>	<b>Location</b>	<b>Accessible</b>	<b>Not Accessible</b>	<b>Vision Impaired</b>	<b>Hearing Impaired #</b>	<b>Mobility Impaired</b>	<b>Seniors</b>
County Administration Building	Newport - 14 Main Street	X		NO		YES	
Records Building	Newport - 24 Main Street		X	NO		YES	
Sullivan County Health Care	Unity - 5 Nursing Home Drive	X		NO	YES	YES	Yes
Recreation Center - Ahern Building	Unity - 5 Nursing Home Drive		X	NO	NO	NO	NO
Hay Barn	Unity - 5 Nursing Home Drive		X	NO	NO	NO	NO
Heifer Barn	Unity - County Farm Road		X	NO	NO	NO	NO
Main Barn / Room / Milk Shed	Unity - 5 Nursing Home Drive		X	NO	NO	NO	NO
Storage Building / Pole Barn	Unity - County Farm Road		X	NO	NO	NO	NO
Tractor / Carpenter Garage	Unity - 5 Nursing Home Dr		X	NO	NO	NO	NO
County Jail	Unity - 103 County Farm Road	X		NO	NO		NO
Wastewater Plan	Unity - 5 Nursing Home Drive		X	NO	NO	NO	NO
Pump House	Unity - County Farm Road		X	NO	NO	NO	NO
Sugar Hosue	Unity - County Farm Road		X	NO	NO	NO	NO
Farm Garage / Storage	Unity - County Farm Road		X	NO	NO	NO	NO
Vegetable Storage Bluiding	Unity - County Farm Road		X	NO	NO	NO	NO
Pavillion (East Side)	Unity - County Farm Road	X		NO	NO	NO	NO
Tractor Shed	Unity - County Farm Road		X	NO	NO	NO	NO
Pump House #6	Unity - County Farm Road		X	NO	NO	NO	NO
Water Storage Building	Unity - County Farm Road		X	NO	NO	NO	NO
Water Storage Building	Unity - County Farm Road		X	NO	NO	NO	NO
Commutator Building	Unity - County Farm Road		X	NO	NO	NO	NO
Community Corrections Center	Unity - 103 County Farm Road	X					NO
Storage Building / Pole Barn	Unity - St. Sauveur		X	NO	NO	NO	NO
Sheriff Building	Green Mountain		X	NO	NO	NO	NO
Unity Radio Tower	Gliton Hill		X	NO	NO	NO	NO